

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

REGULAR BOARD MEETING

April 24, 2013

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on April 24, 2013, posted to begin at 6:00 p.m. The meeting was held in the Board Chambers at the office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:
Bruce Tough

President/General Manager:
Don Norrell

Vice Chairman:
Peggy Hausman

Staff/Advisors:

Alan Benson
Kim Cogburn
Karen Dempsey
Taunya Jacques
Miles McKinney
John Powers
Daniel Ringold
Monique Sharp
Bret Strong
Susan Welbes
Renee Williford
Nick Wolda

Secretary:
Ed Robb

Treasurer:
Gordy Bunch

Directors:
Mike Bass
Nelda Luce Blair
Jeff Long

1. Pledge of Allegiance;

Chairman Tough led the Pledge of Allegiance to the United States flag and Texas State flag.

2. Call meeting to order;

Board of Directors
Regular Board Meeting
April 24, 2013

Chairman Tough called the meeting to order at 6:02 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery County and Harris County and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present excluding Secretary Ed Robb. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

Motion by: Vice Chairman Peggy Hausman moved to adopt the agenda as presented.

Second by: Director Nelda Luce Blair

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

4. Recognize public officials;

No public officials were recognized.

5. Public comment;

The following individuals addressed the Board:

- Willie Fowlkes-263 Tortoise Creek; presented The Woodlands Marathon Economic Impact Study;
- Dr. Elizabeth Jensen-422 Wild Bird; introduced herself as a candidate for Lone Star College Board of Trustees, Position 1;
- Walter Boyd-miscellaneous comments

6. Receive and consider reports from Village Association Representatives;

Reports were provided by the following Village Association (VA) representatives:

Board of Directors
Regular Board Meeting
April 24, 2013

Alden Bridge VA-President Steve Leakey reported that Deputy Curtis gave a law enforcement report; guest speaker was Commissioner Craig Doyle; next month's guest speakers: Jace Houston and Lynne Aldrich will give presentations on San Jacinto River Authority (SJRA) projects and mosquito control, respectively; successful Spring Festival; annual agreement with the Township has been submitted and approved; selected final scholarship award recipients; completed discussions with representatives from Kroger, The Woodlands Development Company, St. Anthony and various homeowners associations regarding a proposed Kroger fuel station;

Cochran's Crossing VA-President Stuart Schroeder reported that the association held its annual meeting recently; Montgomery County Commissioner James Noack provided an update on mobility, recycle center, Spring Creek Greenway and SJRA water pipeline; pool party rescheduled for June 8, 2013 from 2-5 p.m. at Bear Branch Pool; scholarship committee will meet soon to determine award recipients; association had the highest turn-out for The Woodlands GreenUp Litter Campaign in March;

Grogan's Mill VA-President George Van Horn reported that residents elected two new Board members and new officers were elected to the Board; association has most activities of any village (50+); invited everyone to the Grogan's Mill Farmers Market on Saturdays from 8-12 p.m.

7. REGULAR AGENDA:

8. Receive, consider and act upon the financial report;

Monique Sharp, Assistant General Manager of Finance and Administration for The Woodlands Township, presented The Woodlands Financial Report. The Board was referred to handout material containing the General Purpose Statements for the three months ended March 31, 2013. After a review of the combined Financial Statements and Monthly Investment Report, a report on the General Fund vs. Actual was presented. Ms. Sharp then reported on sales tax collections, hotel occupancy tax collections, and property tax collections.

Motion by: Director Nelda Luce Blair moved to accept the Financial Report.

Second by: Treasurer Gordy Bunch

Board discussion followed.

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		

Board of Directors
Regular Board Meeting
April 24, 2013

Long, Jeff (Director)	x		
-----------------------	---	--	--

The financial report is attached hereto as Exhibit "A."

9. Receive, consider and act upon an update from the San Jacinto River Authority (SJRA) regarding Groundwater Reduction Project;

Mark Smith, Division Manager of the Groundwater Reduction Project (GRP), provided the Board with an update on the water plant construction and transmission system construction. Mr. Smith informed the Board that the project will require 15 or 16 sections of construction that will each require a different contract.

In The Woodlands, the pipeline project will follow Research Forest and Grogan's Mill which will cause lanes or portions of Research Forest and Grogan's Mill to be closed down during the construction period. Mr. Smith commented that traffic will be affected during construction, but every effort will be made to limit the impact on the community. The targeted deadline for completing construction of the water treatment plant and 50-mile system of delivery pipelines is June 2015.

Mr. Smith thanked the Board for its help communicating with the residents about lane closures and water conservation. The Township has a link to the GRP on its website and has provided space for GRP articles in The Woodlands Community magazine.

Following Mr. Smith's presentation, the Board was provided an opportunity to ask questions.

Motion by: Vice Chairman Peggy Hausman moved to accept the report from the SJRA regarding the Groundwater Reduction Project.

Second by: Director Nelda Luce Blair

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

10. Receive, consider and act upon an update from Interfaith of The Woodlands regarding Veggie Village;

Sarah Mundy, Program Coordinator for Interfaith of the Woodlands ' Veggie Village, provided an update on the Veggie Village Program. Ms. Mundy gave a PowerPoint and slideshow presentation that highlighted some of the achievements of the sustainable community garden.

Ms. Mundy reported that during the first year of production, Interfaith of The Woodlands Veggie Village volunteers worked to plant, maintain and harvest 4,566 pounds of fresh organic produce for more than 16,000 clients served by the Interfaith of The Woodlands Food Pantry. In addition, Ms. Mundy commented on several upcoming projects including a Spring workshop on seed selection and crop rotation, Summer solarization of soil while gardening hydroponically and Fall workshop on proper planting techniques and fertilization.

Ms. Mundy then thanked the Board for its support of the Interfaith of The Woodlands Veggie Village and for the opportunity to present a report on the Veggie Village Program.

Motion by: Director Nelda Luce Blair moved to accept the report from Interfaith of The Woodlands regarding Veggie Village.

Second by: Director Jeff Long

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

11. **Receive, consider and act upon approval of a consulting services agreement with Gallagher Benefits Services (GBS) and Gallagher retirement Services;**

Susan Welbes, Director of Human Resources for The Woodlands Township, presented this item. Ms. Welbes provided background information and then reviewed Gallagher Benefits Services compensation as written in the agreement.

Following her presentation, Ms. Welbes was available to answer questions from the Board. For the sake of discussion, the following motion was made.

Motion by: Vice Chairman Peggy Hausman moved to approve the consulting agreement between Gallagher Benefits Services and The Woodlands Township for the period from May 1, 2013 to April 30, 2016 and authorize the President/General Manager to execute the agreement on the Township's behalf.

Second by: Treasurer Gordy Bunch

Board of Directors
Regular Board Meeting
April 24, 2013

Board discussion followed. Three additions to the contract language were made as amendments to the original motion:

1. Correction to the disclosure statement, Exhibit "B," to waive and clarify any offset of the supplemental commission-footnote 2;
2. Require GBS to go to all major medical providers;
3. Page 1 of agreement, item 4, Compensation: add, **"however, the Township is not obligated to take any action on the fee,"** at the end of the sentence that references a 20% participation drop.

Vice Chairman Hausman and Treasurer Bunch accepted the amendments to their original motion and second. As there was no further discussion, Chairman Tough called for a vote on the amended motion.

Motion passed (6-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

12. Receive, consider and act upon a report and a recommendation from the Ad Hoc Transportation Committee regarding an Interlocal Agreement between the Houston-Galveston Area Council and The Woodlands Township for development of a Transit Plan for The Woodlands area;

Don Norrell provided background information on transportation and mobility and used a PowerPoint presentation to address the following topics:

- What is the future role of the Township in transportation?
- Why is Montgomery County (and the Township) interested in a South County Mobility Study?
- What is the proposed area for the South County Mobility Study?
- Why is the Ad Hoc Transportation Committee recommending a Woodlands Area Transit Plan?
- What is the proposed area for The Woodlands Transit Study?
- How are the Mobility and Transit Plans used in federal funding applications?
- What other transportation issues are emerging that will require Board consideration?
- What transportation planning funding is available in the 2013 budget?
- What is the estimated cost of the H-GAC/Woodlands Transit Plan Study?
- What is the estimated cost of the South County Mobility Study?

Note: Chairman Tough left the meeting during discussion of this item due to a prior commitment.
Vice Chairman Hausman chaired the meeting at this point.

Following Mr. Norrell's presentation, the Board entered into discussion of item 12 and item 13. Director Long and Director Bass were asked to comment on the Ad Hoc Transportation Committee's recommendation regarding a proposed user survey at Park and Ride facilities in The Woodlands Township. The Board was informed that the Park and Ride user survey will help the Township understand what services current customers would like and in particular, what routes users would like to have and from which Park and Ride location.

Director Bass noted that The Woodlands Transit Study and South County Mobility Study will take from 9 months to one year to complete. The Board also provided feedback regarding who should be on the Project Management Committee (full Board, Ad Hoc Transportation Committee members or staff).

The Board discussed two actions to be taken on this item. The first action would be to approve the Scope of Work for the Transit Plan and to approve an Interlocal Agreement with H-GAC. The second action would be to have the Board nominate individuals to the Project Management Committee.

The Board then took the following action:

Motion by: Director Mike Bass moved to approve the Scope of Work for The Woodlands Township Transit Plan and authorize the President/General Manager to negotiate an Interlocal Agreement with the Houston-Galveston Area Council to be brought back to the Board for approval.

Second by: Director Jeff Long

Board discussion followed. Treasurer Bunch objected to the draft Scope of Work for The Woodlands Transit Plan. After further discussion, Director Bass and Director Long withdrew their original motion and second and then offered the following motion:

Motion by: Director Mike Bass moved to table this item until the May meeting and have H-GAC rewrite the Scope of Work for The Woodlands Township Transit Plan.

Second by: Director Jeff Long

There was no further discussion.

Motion passed (5-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		

Long, Jeff (Director)	x		
-----------------------	---	--	--

13. Receive, consider and act upon a proposal from The Goodman Corporation to perform a user survey at Park and Ride facilities within The Woodlands Township, as recommended by the Ad Hoc Transportation Committee regarding a user survey;

Don Norrell provided a brief overview of this item. Mr. Norrell informed the Board that The Goodman Corporation (TGC) was asked to provide a proposal for creating and administering a survey for riders of the park-and-ride services in The Woodlands. The survey will include information on the origin and destination of riders, license plate, and quality of services received.

Following Mr. Norrell's presentation, Vice Chairman Hausman called for a motion and second on this item.

Motion by: Director Nelda Luce Blair moved to approve The Goodman Corporation proposed Scope of Services to conduct an immediate origin and destination and qualitative survey of riders utilizing the three park-and-ride facilities in The Woodlands in an amount not to exceed \$22,200 in funds for the contract services. In addition, authorize the President/General Manager to execute an agreement with The Goodman Corporation for the proposed transit survey and to take other actions as may be required during the period of the study.

Second by: Director Mike Bass

Board discussion followed. Treasurer Bunch wanted to know what was driving the cost of the survey. Bryan Brown, The Goodman Corporation, commented that a major cost component of the survey is hiring workers to perform the survey.

Motion passed (4-1).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)		x	
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

14. Receive, consider and act upon the release of a Request for Proposal for The Woodlands Township insurance and broker services;

Monique Sharp presented background information on this item. Ms. Sharp commented that the Board selected a three person committee to draft a Request for Proposal (RFP) for securing insurance and broker services for the policy year that begins October 1, 2013. Committee members are: Gordy

Bunch, Township Director; Don Norrell, Township President/General Manager; and Daniel Ringold, legal counsel.

Ms. Sharp then informed the Board that the RFP document found in their meeting packet is missing some exhibits and schedules and that there are some formatting changes that need to be made, but otherwise the document is complete in its substance. Ms. Sharp next commented on the timeline for the RFP process as follows:

- Release RFP in May
- Response due back in June
- Analysis performed through July
- Recommendation to Board in August

According to Ms. Sharp, the Township plans to hire an independent professional with experience in municipal insurance to review and analyze submitted proposals and then make a recommendation to the Board. Following Ms. Sharp's presentation, members of the committee were invited to provide comments.

Motion by: Treasurer Gordy Bunch moved to approve the release of a Request for Proposal (RFP) for the Township's insurance and broker services subject to changes and additions as noted.

Second by: Director Nelda Luce Blair

Board discussion followed.

Motion passed (5-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

CLOSED MEETING (if applicable):

15. **Recess at 8:28 p.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;**

Chairman Tough informed the Board that there was no need for Executive Session.

16. Reconvene in Public Session at 8:48 p.m.;

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

17. Consideration of items to be placed on the agenda for next month's meeting;

- Future agenda item requested by Director Bass: negative adverse impact resulting from the termination of red light cameras.

18. Board announcements;

- There were no announcements.

19. Adjournment.

Motion by: Director Mike Bass moved to adjourn the meeting at 8:50 p.m.

Second by: Treasurer Gordy Bunch

Motion passed (5-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	absent		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	absent		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Directors)	x		
Blair, Nelda Luce (Directors)	x		
Long, Jeff (Directors)	x		



Ed Robb
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

***To view Exhibits, please contact the Records Department at 281-210-3974.**